

CHAPTER 3

TOUR LENGTHS

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CHAPTER 3

TOUR LENGTHS

3.0 GENERAL TOUR LENGTH POLICY.

1. Officer tour lengths are established within the constraints of Office of the Secretary of Defense (OSD) policy, the needs of the service, professional career development and, where feasible, the desires of the individual. Other important factors include personnel inventory, number of ships/commands available or projected, future requirements and fiscal constraints. While appropriate weight is allotted to each of these factors, officer career patterns must also be maintained to assure development of required Navy leadership and expertise.

2. Officer tour lengths for overseas (OUTUS) assignments are made in accordance with DOD area tour lengths. These tour lengths are addressed in chapter 4, articles 4.4 through 4.6.

3. Basic guidance relating to efficiency, readiness and PCS costs is provided and is integral to all personnel reassignment decision-making:

(a) The primary reassignment consideration will be an officer's current qualifications to fill a valid requirement and his/her ability to be productive in that position.

(b) Qualified volunteers who meet Time-on-Station (TOS) requirements shall be considered first for any reassignment. The qualified member with the greatest TOS will normally be selected. Qualified non-volunteers who meet TOS will be selected before qualified volunteers without sufficient TOS.

(c) Careful consideration will be given to Permanent Change of Station (PCS) costs when selecting an officer for an assignment. When other considerations are not overriding, each assignment will be completed with the least expenditure of PCS funds.

(d) Sequential training assignments will be consolidated geographically to the maximum extent practicable. To minimize impact on the individual's account, sequential training may be performed in a TAD status prior to detaching from the old or after reporting to the new duty station, if the training site is collocated with the old or new duty station.

(e) Reassignments within CONUS will not be made solely for retirement.

4. Reduction of personnel turbulence and PCS cost initiatives give tour length adherence high level attention. Shore tour lengths for career personnel will normally be a minimum of three years. Authorized exemptions are listed in article 3.3, paragraph 2 below. Career development criteria necessitate that some Unrestricted Line (URL) officer warfare specialists will not be toured ashore for excessive periods between sea tours. As a general policy, shore tours in excess of 36 months for LCDR and below and 48 months for CDR and above are the exception rather than the rule.

3.1 PROJECTED ROTATION DATE (PRD).

1. ESTABLISHMENT OF PRDS. Establishment of PRDs is the responsibility of the assignment officer. A PRD is generated each time an officer is assigned to a new duty station and represents the month and year in which the rotation of the officer is planned. PRDs will be established to start the month an

officer reports on board the command (in CONUS) or the month he/she departs CONUS for an overseas assignment. PRDs are to be assigned in consonance with existing DOD Directive 1315.7. Adherence to PRD is defined to be a window one month prior to or three months after the initially assigned PRD (i.e., that PRD assigned as a result of issuance of PCS orders). This definition does not apply to initial orders from a training command (including attrites), decommissionings, retirements, resignations, relief for cause and humanitarian reassignments. An assigned PRD is a relatively firm date as it forms the basis for the annual PCS funding allocation. Although it is recognized that there will be some exceptions based on career development requirements and overall needs of the service, these exceptions will be minimal and will be carefully reviewed by NPC.

2. PRD CHANGES. Due consideration is given and liaison conducted with the placement officer prior to considering a change to a PRD, especially when that change results in a tour being shortened. Close liaison and cooperation between assignment officers and placement officers ensures an orderly turnover of personnel in each activity. Adherence to PRDs predicated on established tour length policies is considered mandatory. When these exceptions occur or in other cases when there is no other alternative, a PRD may be changed to a date outside the previously defined adherence window using the procedures contained in article 3.3 of this chapter.

3.2 OFFICER ROTATION OF DUTY, AFLOAT AND ASHORE.

For purposes of rotation of duty, sea duty and shore duty are defined and computed as specified in MILPERSMAN 1300-030. Detailed officer tour length policy guidance is contained in Article 3.11 of this chapter. The following policy applies to the assignment of personnel from/to billets requiring forward deployments:

1. The goal is to prevent assignment of personnel from a deployed unit to another deployed unit without a reasonable period of time between deployments.

2. Personnel should not be assigned without their consent from one deployable unit to another if the assignment would result in:

a. Forward deployment (greater than four months) to be followed by a forward deployment (greater than four months) with less than a six month interval between the deployments.

b. Forward deployment of more than six months out of the most recent twelve months.

3. Officer assignment/placement officers verify deployment status for personnel being transferred from one deployable unit to another utilizing OAIS screen A/P-9. For those assignments requiring the member's consent, assignment officers will log the member's consent in OAIS screen A-25.

3.3 SPLIT TOURS, TOUR EXTENSIONS AND ADJUSTMENTS. (MILPERSMAN 1331-020 refers.)

1. SPLIT TOURS. Split tours are unprogrammed reassignments within the same geographic location as the present duty station at no cost to the government. Split tours are applicable to both sea and shore assignments, and must remain consistent with the needs of the service and career development of the individual. All split tour requests will be submitted to and approved by the cognizant assignment division director in NPC.

2. TOUR EXTENSIONS. When required, tour extensions may be granted for a maximum of 12 months. Extensions for more than 12 months will be reviewed with caution and approved only under the most unusual circumstances. All letters of approval for extensions will be caveated so an unforeseen "needs of the service" situation which would necessitate shortening a previously granted extension could only be viewed as reasonable and understandable by all parties concerned. It is essential that NPC retain maximum flexibility to respond to changing needs and that the individual does not have the feeling of a NPC commitment. Extension requests shall be forwarded to the appropriate detailer at least 6 months in advance of PRD, and endorsed by the chain of command (see MILPERSMAN 1331-020). Extensions will not be granted to allow an officer to avoid their next career milestone. Letters of approval of PRD extensions will contain the following caveat:

"This approval of your tour extension request is based upon a review of your preferences, present billet requirements for officers of your seniority and experience, and your level of professional development. You may expect reassignment in (month), (year). However, in the event that unforeseen billet requirements arise prior to your new tour completion date, you may be considered for reassignment earlier than currently anticipated. If shortening of this extension becomes necessary, you will be given as much advance notice as possible in order to lessen the personal impact on you."

3. TOUR ADJUSTMENTS. Tour adjustments are requested for funded PCS orders at other than the assigned PRD. Requests to shorten tour length must contain sufficient justification. Advancing the PRD to an earlier fiscal year will not normally be granted due to PCS budget considerations.

3.4 TIME ON STATION (TOS).

1. REQUIREMENTS. Time on Station (TOS) applies primarily to consecutive CONUS shore tours. TOS is established to stabilize lives of members and dependents and to reduce PCS costs. DOD requires members serve 36 months or more at a geographic location before receiving a cost PCS move. One or more activity tours in the same geographic location may be used to satisfy the 36-month minimum area tour.

a. The standard "minus one/plus three month" PRD detailing window remains in effect; however, a PCS move one month early (for example, at 35 months on a 36-month tour), requires a TOS waiver approved by PERS-4. This window provides latitude and efficiency for matching members to available reassignments. Every attempt to meet actual PRD month will be made by the assignment officer.

b. Members ordered to CO/XO billets ashore and moves necessitated by "career development/ progression" must meet TOS requirements. A PERS-4 waiver is required if necessary.

2. EXEMPTIONS. Certain CONUS PCS move types are exempted from the TOS requirement by specific DOD exemptions. These exemptions include the following reassignments:

a. To DOD overseas tour - a two-year minimum Navy activity tour at CONUS sea/shore is required prior to transfer overseas.

b. From sea duty activity - sea duty tour lengths are set by SECNAV IAW Article 3.11.

c. To sea duty activity - a two-year minimum Navy activity tour at sea/shore is required prior to transfer to sea duty.

d. From Duty Under Instruction (DUINS - instruction 20 weeks or greater) - tour length dependent upon length of instruction.

e. To DUINS - 24 months required at shore activity; a full sea tour is required coming from sea duty. (Exception: if transferring from a training activity, preceding paragraph applies.) NPC Division directors may waive this requirement on a case basis (not to be delegated).

f. Disqualification - security, professional, special weapons, medical. (PCS move indicates that attempts to relocate member in same geographic area have been exhausted.)

g. Humanitarian reasons (refer to article 5.43).

h. From unit undergoing major weapon system change or unit conversion.

i. From unit designated new construction or undergoing homeport change.

j. Spouse collocation - for CONUS, requires one year at losing command for collocating spouse; the other spouse, if also transferring, must complete TOS requirement or SECNAV recommended prescribed sea tour in accordance with those listed in Article 3.11. For overseas, a PERS-4 waiver is required.

k. First-Termers - defined as O-1 and O-2 personnel.

(1) First-term personnel reassigned (shore to shore) with less than three years TOS require NPC division director waiver approval on a case basis (not to be delegated).

(2) CONUS. Officers transferring to DUINS require 24 months prior to a PCS move from a shore activity and a full sea tour prior to transfer from a sea activity. Orders in exception of this policy will be approved on a case basis by the respective division director (not to be delegated).

(3) OVERSEAS. Overseas first-termers must comply with DOD overseas tour lengths. (Article 4.4 applies.) Orders in exception of this policy (including assignment to DUINS) must receive a curtailment waiver approval from NPC (PERS-4).

l. OSD, Office of the Joint Chiefs of Staff (OJCS) or Defense Agency activity tour lengths are limited by statute.

m. SECNAV-designated tours to validate specialized professional credentials for doctors and lawyers before independent duty (not a general exemption for professional development).

n. Separation. See chapter 10.

o. Nuclear billets under NAVSEA 08 cognizance (24-month minimum tour regardless of prior assignment or location).

p. Skill conversion (designator change).

3. TOS WAIVER REQUESTS:

a. For PCS orders that do not meet the 36-month TOS requirement and are not specifically exempted by article 3.4, paragraph 2 above, the assignment officer must obtain flag-level waiver approval. The following guidelines apply:

(1) PERS-4B approval is required when members have less than 36 but more than 24 months TOS.

(2) PERS-4 approval is required when members have less than 24 months TOS.

b. A waiver can be generated in OASIS2 WAFR screen. When submitting a waiver request, assignment officers must ensure that specific, succinct justification comments are provided. PCS cost predictions are generally based upon anticipated completion of prescribed tours. Analysis of the total PCS cost of each waiver must be included for the approval process.

c. "Up front" CONUS TOS waivers can be approved only for officers being ordered to tours as follows:

(1) CO (two-year minimum tour required).

(2) Those medical department specialties identified in article 3.11.10 (tour lengths as indicated).

3.5 RETAINABILITY.

Retainability is the minimum obligated service an officer must have to qualify for issuance of cost PCS orders. Cost PCS orders cannot be issued unless retainability is met.

1. REQUIREMENTS. Retainability covers the period from the date of reporting for duty at the new duty station and is as follows:

a. CONUS to CONUS shore - two years.

b. CONUS to CONUS sea - one year.

c. To overseas shore - full DOD area tour (according to accompanied status).

d. To overseas sea - minimum 24 months except where the DOD area tour is shorter or as otherwise prescribed in this chapter.

e. Overseas to CONUS - one year.

f. CONUS no-cost/low-cost move - one year.

g. Overseas no-cost/low-cost move (No Consecutive Overseas Tour (COT) Leave Travel) - one year or the balance of the DOD area tour (whichever is greater).

h. Special considerations: Retainability requirements are as stated above or below, whichever is greater. Nuclear qualified officers assigned billets under NAVSEA 08 cognizance are two years.

2. PCS TIME REQUIREMENTS. Retainability (article 3.5) and Prescribed Tour Length (PTL) (article 3.8) are not interchangeable terms. Both are satisfied prior to order writing. The retainability requirement is met in

relation to the next PCS assignment; the PTL requirement is satisfied for the existing tour assignment.

3. ATTAINMENT OF RETAINABILITY. Satisfaction of the retainability requirement for all cost orders is required. Factors which affect retainability are the letters of intent of Regular and Reserve Officers and the resignation and RAD requests of Regular and Reserve Officers. The following amplifies:

a. LETTER OF INTENT (LOI)

(1) Where the officer's MSR extends beyond his/her current PRD, an LOI may be used to notify NPC that the officer does not desire to remain on active duty beyond MSR.

(2) An LOI shall be received by NPC no later than six months prior to the first day of the officer's PRD month. An LOI may be received after this time but does not preclude PCS orders notification prior to receipt of the LOI. This in no way restricts detailer-constituent communications at any time.

(3) The LOI does not preclude issuance of PCS orders, provided the requested release date, which is the MSR unless earlier date approved by Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)), permits the officer to meet the retainability requirement for PCS orders to the next duty station.

(4) The LOI must be followed by a tender of resignation/RAD or request to retire. This tender must be received at NPC nine months prior to the MSR (nine months prior to an earlier date if approved by the ASN (M&RA)) to allow for processing including adjustment of the PRD in OAIS2 and identification of a timely relief.

a. USNR OFFICERS:

(1) Retainability for USNR Officers is equal to the Minimum Service Requirement (MSR) or obligation incurred as a result of accepting orders. The obligation incurred upon approval of a voluntary extension of active duty of definite duration is equal to the time requested by the member.

(a) Absence of a RAD request prior to the first day of the sixth month before the month of an officer's projected rotation date (PRD) will be construed as an officer's request to be retained beyond MSR. Officers can then be issued orders and will have retainability for not less than the minimum tour for separation (MTS) at the next duty station.

(2) If a USNR officer executes orders, the earliest time that he/she may be released from active duty at the new duty station as a Voluntary Release from Active Duty (VOLRAD) without a waiver is the Minimum Tour for Separation (MTS) (see article 3.6) date. Although an officer may be retained on active duty until completion of PTL, it has been common practice to approve releases upon completion of MTS, provided the request meets other obligated service and submission requirements. This policy will remain in effect unless DCNP determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention. In the absence of a request for release, the officer will serve the full PTL.

(3) USNR OFFICER ORDER WRITING DECISION MATRIX:

<u>RETAINABILITY</u>	<u>WRITE ORDERS</u>	<u>TOUR LENGTH/ACTION</u>
MSR \geq PTL	YES	PTEXT P73043
MTS \leq MSR < PTL	YES	PTEXT P73043
MTS \leq MSR -- Letter of intent or Approved RAD	YES	PTEXT P73044
MSR < MTS No Letter of intent or approved RAD Less than 6 months from PRD	YES	PTEXT P73043
MSR < MTS -- Letter of intent or Approved RAD	NO	Extend PRD to MSR and retain onboard

Note: In cases where orders are written for less than the PTL and the officer later incurs additional obligated service or requests to remain on active duty, the officer will not be reassigned prior to completion of the PTL unless in connection with an approved exception. MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

b. USN OFFICERS. Retainability for USN officers is limited by statute which defines maximum service, by Letters of Intent, and by resignation/retirement requests.

(1) Statutorily required separation cannot be waived unless the officer is continued on active duty by a continuation/administrative retention board; in such cases, retainability must be satisfied in full prior to issuance of cost PCS orders.

(2) RESIGNATIONS AND RETIREMENTS. Absence of a resignation/retirement request six months prior to the first day of the officer's PRD month makes the USN officer eligible for PCS orders and, once notified of orders, committed to fulfill the associated tour-length requirement. When assigning officers who have completed twenty years of total active service or have been continued, OAIS2 must be reviewed by NPC to verify that the estimated loss date allows sufficient retainability. Officers cannot be assigned beyond their estimated loss date unless continued. Questions concerning estimated loss date are handled by PERS-82.

(3) Although an officer may be retained on active duty until completion of PTL, it has been common practice to approve resignation/retirements upon completion of MTS provided the request meets other obligated service and submission requirements. This policy will remain in effect unless the CNPC determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention. In the absence of a request to resign/retire, the officer will serve the full PTL unless an approved exception is granted by appropriate authority.

(4) USN OFFICER ORDER WRITING DECISION MATRIX:

<u>RETAINABILITY</u>	<u>WRITE ORDERS</u>	<u>TOUR LENGTH/ACTION</u>
MSR \geq PTL	YES	PTEXT P73043

MTS \leq MSR < PTL	YES	PTEXT P73043
MTS \leq MSR	YES	PTEXT P73044/P73046
-- Letter of intent or Approved Resignation		
MSR < MTS	YES	PTEXT P73043
-- No letter of intent or Approved Resignation/Retirement. Less than 6 months from PRD.		
MSR < MTS	NO	Extend PRD to Sep date and retain onboard
-- Letter of intent or Approved Resignation/Retirement		

NOTE: MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

4. OFFICERS WHO DO NOT MEET RETAINABILITY REQUIREMENTS. The following officers do not meet retainability requirements and are not issued cost orders: (1) Officers who will be involuntarily retired due to age or time in grade limitations, and (2) One-time Failure of Selection (FOS) officers who will be involuntarily separated if they FOS a second time.

NOTE: This requirement may be waived under extraordinary circumstances by PERS-4 where continuance of a one-time FOS officer, e.g., in an overseas billet, is detrimental to the Navy and to the individual. Considerations include: need for career enhancing billet to improve promotion opportunity, need to transition to the civilian sector and individual's suitability for continued overseas duty

5. RETAINABILITY EXCEPTIONS:

a. Waiver authority for retainability requirements is as follows:

(1) Requests to waive retainability of twelve months or less can be approved by PERS-4.

(2) Requests to waive retainability greater than twelve months can be approved only by CNP.

3.6 MINIMUM TOUR FOR SEPARATION (MTS).

Having determined that the USN officer has retainability for a PCS move, notification of intent to issue/issuance of orders obligates the officer for the MTS at the new duty station. This is the minimum specified time that the officer shall complete at the new duty station in order to defray the high PCS costs attendant to the move. At this point, the emphasis on compliance shifts to completing the DOD or SECNAV PTL. MTS requirements are the same as those contained in article 3.5, paragraph 1.

3.8 PRESCRIBED TOUR LENGTH (PTL).

PTLs, as provided in article 3.11, are set by SECNAV for sea duty assignment and by DOD for all others. PRDs, if set in error, are not an authorization to move an individual prior to completion of the PTL. In order to expend PCS funds, either the PTL must be satisfied or appropriate waiver approval must be obtained.

3.9 ATTENDANCE AT SERVICE COLLEGES.

Career officers are screened for service colleges after promotion to 0-4, 0-5 and 0-6, but are assigned as students only after completing current tours of duty.

3.10 TOUR LENGTH FOR RESIGNERS AND RETIREMENT ELIGIBLE OFFICERS. (See article 10.1, paragraph 5.)

3.11 PRESCRIBED SEA TOUR AND RECOMMENDED SHORE TOUR LENGTHS FOR OFFICER DISTRIBUTION.

1. OFFICER SEA TOUR ASSIGNMENT MANAGEMENT:

a. Assignments to activities identified as CONUS sea and overseas sea assignments will have full SECNAV tours. These activities are designated in OAS2 by Type Assignment (T/A) Codes of "C" and "D". SECNAV PST lengths for officers are outlined below.

b. NPC division directors are directed to ensure compliance with SECNAV PST lengths by means of a waiver system similar to the current DOD tour management system.

c. The following pages depict SECNAV Prescribed Sea Tour (PST) lengths as well as recommended shore tour lengths for officers based upon optimum career progression for specific communities. As such, they represent the required time at sea for officers, but do not constitute exceptions to shore requirements outlined in article 3.1 or overseas tour lengths established by DOD, which are outlined in chapter 4.

2. PRESCRIBED TOUR LENGTHS FOR SEA DUTY:

a. An on-time PCS move from sea is one which completes the PST length; a window of one month early is provided if required to facilitate timing of schools, etc. In cases where an existing PRD was incorrectly applied to the sea tour, this does not constitute authority to move an officer early. Unless other circumstances override, the incorrect PRD is extended.

b. A cost PCS move initiates a new PST length. Sea-to-sea PCS moves must be no-cost/low-cost (less than \$500) to be designated as a split tour and an exception to full PST lengths. Consecutive no-cost/low cost split tours can be combined to meet PST lengths.

c. It is a detailing responsibility to determine if the PTL criteria has been met prior to a PCS funded move. If not, the assignment officer must obtain waiver approval prior to issuing the orders.

d. NPC assignment division directors are waiver approval authority for SECNAV PST lengths. PST breaks apply to both CONUS and overseas tours. Exception criteria are listed in article 3.1, paragraph 2.

e. PST waivers are approved as follows:

(1) PST breaks less than or equal to six months which do not cross the fiscal year are approved on a case-by-case basis by the respective NPC division director. Approval authority may be delegated no lower than the NPC branch head level.

(2) PST breaks greater than six months which cross the fiscal year

are approved on a case-by-case basis by the respective NPC division director (not to be delegated).

3. SURFACE WARFARE OFFICER (111X) PST LENGTHS AND RECOMMENDED SHORE TOUR LENGTHS

<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
ENS	Initial	Junior Officer	24		Sea tour follows SWOS Basic(6 months)
LTJG	Sea				
LTJG	Second	Division Officer	18		Follow-on tour
LT	Sea	Follow-on Tour			follows enroute training
LT	First	TRACOM, NPS, Staff, etc.		24	
	Shore	SWOS Dept Head Sch		6	Follow-on training varies with billet
LT	Third	Initial Dept Head Tour	18		
LT	Fourth	Second Dept Head Tour	18		Second Tour follows en route training
LCDR	Sea				
LT		Single Dept Head Tour	24-36		For select billets
LCDR					
LCDR	Second	Subspecialty, NPS JPME, Joint		24-36	50 PCT of officers completing JPME will be assigned a follow-on Joint Tour
Fifth	LCDR	Complex	18-24		LCDR Complex Tour will normally be assigned either prior to or after XO Tour
	Sea				
		XO (Afloat)	18		Follows PXO School and enroute training
		XO (Other)	18-24		
		LCDR Command	20		Follows PCO School And enroute training
LCDR	Third	Subspecialty	24-36		50 PCT of officers
	Shore				
CDR		Washington, TRACOM, JPME, Joint, Staff	24-36		Completing JPME will be assigned a follow on Joint Tour
CDR	Sixth	CDR Complex Sea, Staff	18-24		Follows en route training Staff Tour will be assigned Pre or Post Command
	Sea				
CDR		CDR Command	20		Follows PCO School and enroute training

CDR	Fourth Shore	Subspecialty	24-36		50 PCT of officers
CAPT		Washington, JPME, Joint	24-36		Completing JPME will be assigned follow-on Joint Tour
CAPT	Seventh Sea	Major Command	18-24		TACDESRON minimum tour length will be 18 months
		Sequential Command	18-24		Ship tour which is first half of a sequential will be a minimum of 18 mos.
		Staff	18-24		Tour may be assigned Pre or Post Major Command
	Fifth Shore	TRACOM, Staff, Subspecialty, Joint	24-36		
WO/LDO		611X, 613X, 618X 711X, 713X, 714X	24-36	24-36	Variable with billets, Sea/Shore

4. NUCLEAR SURFACE WARFARE OFFICER (111X) PST LENGTHS AND RECOMMENDED SHORE TOUR LENGTHS

<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
ENS	Initial	Junior Officer	36-42	18	Nuclear Power training/SWOS
LTJG	Sea				
LT	First Shore	NPTU, NPS, NPGS, Staff, etc. SWOS Dept Hd Sch	24 6		
	DH/PA Sea	Dept Head, CVN PA	18-24 18-24	CONV NUC	
LCDR	Second Shore	DC, Joint	18-24		Nuc shore if none previous
	Sea	XO	18		
	Third Shore	Joint, DC	24		
CDR	Sea	CO	20		
CAPT	Sea	CVN Reactor Off	24-30		Post Command.
Fourth	Shore	Shore Staff	24-36		Conform to DOD area
	Sea	(NUC) Sequential Major Command	24		tour requirements
WO/LDO		61XX, 71XX 64XX, 74XX	24-36	24-36	Variable with billets

5. SUBMARINE OFFICER (112X) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
Nuclear		Junior Officer Input		15	3 PCS moves
ENS-LT	Initial Sea			36	Two 2 year tours optional
	Initial Shore			24-36	
	SOAC			6	
		Dept Head	36		Two 2 year tours optional
LCDR		Post Dept Hd	24-36		
		XO	24		
		PCO	6		
CDR		CO	36		
		Post CO	24-36		
CAPT			36		
		Major Command	24	24-36	
LDO/CWO		62XX, 640X, 72XX, 740X	24-36	24-36	

NOTE: All nuclear billets under NAVSEA 08 cognizance will have a two year MTS regardless of prior assignment or location. A minimum two year retainability requirement must also be met before assigning an individual to these billets. This tour length policy will ensure reasonable stability for billets that require special nuclear qualifications and proficiency.

6. SPECIAL WARFARE OFFICER (113X) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
ENS	Input	Core training (BUD/S)	9		
ENS/	Initial Sea	Asst Platoon Comdr/	36		
LTJG	Tour	Division Officer			
LT	Second	Sea Platoon Commander/	24		
	Tour	Department Head			
	First Shore	Staff, Tang Command, P.G. School	24/36		
LCDR	Third	XO SEAL TM, SBU,	15		
	Sea Tour	SDV OR NSWU/XO Other			
		Afloat Staff (24)			
	Second	Joint Duty, Fleet or			
	Shore	SOC Stf, SVC College	24/36		
CDR	Fourth	CO - SEAL TM	24		
	Sea Tour	SBU, SDV or NSWU			
	Third				

	Shore	CO Ashore, Shore Staff	24/36
		Svc College, Joint Duty	
CAPT	Fifth Sea Tour	COMSPECBOATRON ONE/TWO	24
		COMNAVSPECWARGRU	ONE/TWO
		COMNAVSPECWARDEVGRU	
	Fourth Shore	COMNAVSPECWARCEN	24/36
		NSWC Staff, Joint Duty	

NOTE: All Joint Tours are 36 months.

7. SPECIAL OPERATIONS OFFICER (114X) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
ENS	Input	Core training (SWOS Basic and Basic Diving)	12		Appropriate Billet Specialty Training (BST)
ENS/ LTJG LT	Initial Sea Tour	Division Officer, AOE, 30 ARS, MHC, MCS, MCS EOD School	12		Requirement for YG-88 and junior
LT	Second Sea Tour	EODMU, MDSU, ARS, 24-30 Ops MCM, MHC XO Afloat MCM, MHC XO Afloat, ARS,	18 18 24		SWO/DHS/PXO BST
LT	First Shore	Staff, Trng Command, OIC EOD Shore Det, EOM Duty	36		24 mos for EOD Shore Det EOM BST
LCDR	Sea	CO Afloat ARS, MCM, MHC XO Afloat EODMU, MDSU Dept Head MCS CO Afloat MCM, MHC	24-30 22	Appropriate BST	PCO, MCM, EOD
	Shore	CO/XO Ashore, Staff Service College, RDT&E, Dept Head, Trng Command, EOM Duty, P.G. School	36		
CDR	Sea	CO EODMU, MDSU, CSO, EODGRU, MCMR ON XO AFLOAT MCS	24		
	Shore	CO Ashore EOD, E EOM XO WPNSTA, Trng	36		

Command, Shore Staff,
RDT&E, Service College,
Joint Duty

CAPT Sea COMEODGRU Variable
 COMCMRON

 Shore CO EOM, EOD, Variable
 HQ Staff, Joint Duty

NOTE: Except CO/XO tours, tour lengths at EODMU FIVE(UIC 30215) are 30 months.

8. AVIATION OFFICER (13XX) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
ENS LTJG LT	Input Training	Pilot/NFO Training		Variable with community and designator (Shore)	
	Initial Sea	Fleet Squadron Tour in Warfare Specialty	36-42		Exclusive of FRS, variable with community and designator
LT	First Shore	TRACOM, FRS, P.G. School, Staff, CRUITCOM, Washington, DC, etc.	24-36		Variable with billet
	Second Sea	Squadron Ship's company Embarked Staff	24		Exclusive of FRS
LCDR	Third Sea	Squadron Dept Head Tour	24-30		May be reduced to 24 months for O-5
CDR	Second Shore	Staff, Joint, Washington, DC, Subspecialty	24-36		May be reduced for Command selectees
	Sea	Command XO/CO	24-36		Variable by Community
	Shore	Post-command	36		(Variable with billet and individual bonus or sequential command selectee))
	Sea	Ship's Company	24		
CAPT	Sea	Major Sea Command	18		
		CV/LHA Command	18		
		Ship's Company	24		
		VP Wing Command	24		
		CVN Command	36		

		CVW Command	24	
Shore		Major Shore Command		24
		Minor Shore Command		24
		Other shore		36
LDO/CWO	Sea Shore	63XX, 73XX,	24	36

NOTES:

- Tour lengths are guidelines. Consideration must be given to flight time gates, overseas tour lengths, competitive timing for Department Head tours, and availability for command.
- Initial sea tours for TACAMO pilots and naval flight officers are 42 months., which allows a first tour pilot to attain Mission Commander qualification and a first tour naval flight officer to fully utilize training for Airborne Communications Officer acquired at mid-tour.
- All other WO/LDO designees will have a 36 months at sea/36 months ashore rotation.

<u>DESIG</u>	<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
14XX	CDR and below	Sea Shore	Eng Duty Eng Duty	30 36-48		
	CAPT		Eng Duty	36-48		

9. RL/STAFF OFFICER PST LENGTHS AND RECOMMENDED SHORE LENGTHS

<u>DESIG</u>	<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
151X	ENS	Input Training	Pilot/NFO			Designators are 131X/132X. Tour Length varies Community and Designator (Shore)
	LTJG/ LT	Initial Sea	Fleet SQD Tour in Warfare Specialty	36-42		Designators are 131X/132X. Exclusive of FRS variable with Community and Designator
151X	LT	First Shore	TRACOM,FRS P.G. School Staff, Test Pilot School	24-36		Designators are 131X/132X. Tour Length variable with Billet.
		2nd Sea	Squadron, Ship's Company, Embarked Staff	24		Begin Tour as 131X/132X. Considered for 1510 Community.
151X	LCDR	Shore	Initial Acquisition36 Proj OFF NAVAIR, SPAWAR,			Access into 1510 Community from 131X/132X as

			DPRO, NADEP RDT&E, Warfare CTRS		Senior LT or Junior CDR
151X	LCDR	Shore	T&E/FLE Supp, Acquisition. Proj OFF NAVAIR, SPAWAR DPRO, NADEP, RTD&E Warfare CTRS	36	
	CDR	Shore Course	DAU Prog MGR	4	Timing Flexible with Job Req'ts (*See Note 1)
151X	CDR	Shore	SR Level Acquisition, DEP Prog MGR, Asst. Prog MGR	36	
151X	CAPT	Shore	SR Level Acquisition. NAVAIR, SPAWAR PEO, DPRO CO, TYCOM ACOS as Prog MGR, DIV DIR	36	Variable Depending on Billet.

<u>DESIG</u>	<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
		Shore	Shore Command NAVAIR/SPAWAR PEO Maj Program MGR, NADEP Field Act CO		36-48	variable depending on Billet.
		Shore Courses	DSMC Proj MGR		5	Timing Flexible with Job Req. (See Note)
		Sea	ACOS MAT'L		24	
152X	LT, Below LCDR/ CDR	Sea Shore Sea Shore	Aviation Maint- enance Officer AMO	36 24	 36 36	
	CAPT	Shore	AMO		36	N/A
161X	LDO/CWOSea 644X/ 744X CDR/ Below	Sea Shore Sea Shore	Special Duty Crypto Crypto	24 24 36	 36	
	CAPT	Shore	Crypto Command (CONUS)		36-48 36	

163X	LDO/CWOSea 645X/ 745X	Shore	Intelligence	24	36-48	
	ENS/ LTJG	Sea Shore	INT	24-36 36		
	LT thru CDR	Sea Shore	INT	24	36-48	
	CAPT	Sea Shore	INT	24	36-48	
165X	LCDR, Below	Sea Shore	Public Affairs Officer	24	36	
165X	CDR and CAPT	Sea Shore	PAO	24	36	
	LDO/CWO 647X, 747X	Sea Shore	PAO	24	36	
170X	CDR, Below	Sea Shore	Fleet Support	*	36	(* See note (2))
	CAPT	Sea Shore	FSO	N/A	36	
	CDR	Shore	Command		24	
	CAPT	Shore	Command		24	
180X	LDO/CWO 646X/ 746X	Sea Shore	METOC	24	36	
	ENS to CDR	Sea Shore	METOC	24	36	
	CAPT	Sea Shore	METOC	N/A	36	
	CDR	Shore	Command		24-36	
	CAPT	Shore	Command		24-36	

* Note: (1) CAPT/CDR tour length may be adjusted to accommodate required training. Acquisition program manager tours may be adjusted to provide continuity through critical milestone accomplishments.

(2) 170X/110X (FSO) Sea tour length is dependent on specific billet assigned.

210X	Medical Corps (MC)
220X	Dental Corps (DC)
230X	Medical Service Corps (MSC)
290X	Nurse (NC)

<u>SHORE</u> *						<u>SEA</u> *				
	(754X)	MC	MSC	DC	NC	(754X)	MC	MSC	DC	NC
CWO 754X	36	N/A	N/A	N/A	N/A	24	N/A	N/A	N/A	N/A
LT, Below	N/A	36	36	36	36	N/A	24	24	24	12
LCD	N/A	36	36	36	36	N/A	24	24	24	12
CDR, CAPT	N/A	36	36	36	36	N/A	24	24	24	12

* NOTES:

- Flight surgeons at sea serve 24 months. Surgeons and Nurse Anesthetists tour at sea 12 months to ensure skills maintenance.
- Maximum tour lengths for all surgical specialists (including oral surgeons), gynecologists, anesthesiologists/anesthetists, radiologists and pathologists:
 - DOD overseas tour lengths (representing exceptions to requirements in Figure 4-1).
 - One year at Guantanamo Bay and Keflavik.
 - Two years at Guam, Naples, Okinawa, Roosevelt Roads, Rota, Sigonella and Yokosuka.
 - SECNAV sea tour length of one year aboard aircraft carriers.

<u>DESIG</u>	<u>RANK</u>	<u>TOUR</u>	<u>DESCRIPTION</u>	<u>SEA</u>	<u>SHORE</u>	<u>REMARKS</u>
250X	LT	Sea		24-30		
JAG	LDO 655X	Shore			36	
	LCDR	Sea Shore		24	36	
	CDR/CAPT	Sea Shore		24	36-48	
751X 752X	W-2	Initial Sea	Junior Officer	30		Sea tour follows Athens BQC (6 mos)
	W-3	Shore	Division Officer	24-36		CONUS or overseas
	W-4	Sea	Division Officer	27		
310X	ENS/LTJG	Initial		24-30		Sea tour follows Assignment to Submarines after completion of Supply Corps School and Submarine School
651X	LT	Sea Shore	Functional Experience			Athens BQC (6 mos) 24-36 CONUS or overseas Tour
	LT	Second Sea	Dept Head Tour Large Deck readiness or services	30		Independent duty afloat Large platform

	LT	Second	Advanced Education	12-24	P.G.School, JPME,
	LCDR	Shore	Functional Tour	24-36	Supply support or policy
	LCDR	Third Sea	Primary Assistant Dept Head tour	24	Large Platform assistant Independent Duty afloat
	LCDR	Third	Functional	36	CONUS or overseas
	CDR	Shore	Utilization Tour		P.G.School payback
	CDR	Third or Fourth Sea	Large Platform tour	24	Large Independent afloat
310X 651X	CDR	Fourth Shore	Policy development or implementation tour	36	SYSCOM, ICP, FISC Joint or TYCOM (CONUS or overseas)
	CAPT	Fifth Shore	Command tour Staff, Policy Functional tour	24 36	
410X	LT, Below CHAPLAINS	Sea Shore		24-30 24-36	
410X	LCDR	Sea Shore		24-30 36	
410X	CDR/CAPT	Sea Shore		24-30 36-48	
510X CEC	LDO/CWO (653X)	Sea Shore		24-30 24-30	
	ENS	Sea Shore		24-30 24-36	
	LTJG/LT	Sea Shore		24-30 36	
	LCD	Sea Shore		24-30 36	
	CDR/CAPT	Sea Shore		24 36-48	
		Sea Command Shore Command		24 24-36	

10. EXCEPTIONS TO GENERAL TOUR LENGTH GUIDELINES:

a. TOUR LENGTH EXCEPTIONS FOR CLINICAL SPECIALISTS. Newly accessed medical corps officers may be assigned a one year tour at a CONUS Medical Treatment Facility to allow for adequate credentialing, but may be assigned

directly to an OUTUS facility when at least one other fully privileged provider of the assignee's specialty is stationed at the facility and the appropriate specialty leader concurs with the assignment, and;

b. After consultation with the appropriate specialty leaders, newly accessed medical corps officers may be assigned to an OUTUS facility as the sole provider after temporary duty assignment of not less than 30 days for credentialing assessment and skills determination.

(1) SPECIALTY: SURGICAL SPECIALTIES: (SUBSPECIALTY CODES 15XX SERIES)

Tour Type Tour length for years following residency training

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay Cuba	1	1	1	1	
Keflavik Iceland	1	1	1	1	1
All Other OUT CONUS	2	2	2	2	2

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(2) SPECIALTY: RADIOLOGISTS: (SUBSPECIALTY CODES 167X SERIES)

Tour Type Tour length for years following residency training

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay Cuba	1	1	1	1	1
Keflavik Iceland	1	1	1	1	1
All Other OUT CONUS	2	2	2	2	2

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(3) SPECIALTY: PATHOLOGISTS: (SUBSPECIALTY CODES 1680-1690)

Tour Type Tour length for years following residency training

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay Cuba	1	1	1	1	1
Keflavik Iceland	1	1	1	1	1
All Other OUT CONUS	2	2	2	2	

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(4) SPECIALTY: ANESTHESIOLOGISTS/NURSE ANESTHETISTS: (SUBSPECIALTY CODES 15XX-19XX)

Tour Type Tour length for years following residency training

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay Cuba	1	1	1	1	1
Keflavik Iceland	1	1	1	1	1
All Other OUT CONUS	2	2	2	2	2

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Reason: Newly graduated residents in these specialties need to treat a wide array of patients with specific types of complex illnesses. This will then qualify these health professionals to undergo specialty board certification.

Specialty board certification for health professionals is a stated Navy goal in SECNAVINST 7220.75. There is a scarcity of these types of illnesses at these isolated activities. Nevertheless, these specialists are required for maintenance of essential clinical services at these facilities.

c. ACQUISITION PROFESSIONAL COMMUNITY (APC) TOUR GUIDELINES: (1) APC officers will generally be assigned to Acquisition Workforce billets for 36 months, (2) Any officer assigned to a Critical Acquisition Position (CAP) must agree to stay 36 months (see greemains), (3) Selected Major Program Management tours are generally 4 years and are controlled by the Director, Acquisition Career Management (DACM).

3.12 COMMAND TOUR LENGTHS.

1. SEA COMMAND TOUR LENGTH/GOALS:

a. Sea command tours are 27 months with the following exceptions:

1110 CAPT - CGN - 36 months
- sequential tours - 24 months/18 months for a total of 42 months sea command tour

1110 CDR - 24 months

1120 CDR - SSN/SSBN - 36 months

1110 LCDR - 24 months

13X0 CDR - Squadron Command Tour Lengths of COs of carrier based squadrons is 12-15 months (24-36) months for a combined XO/COs tour). The minimum combined tour length for XO/COs of carrier based squadrons will be 30 months unless curtailment is approved by CNPC. Tour lengths may be extended to a maximum of 18 months with CNPC approval.

130X CAPT - Initial major sea command - 15 - 24 months
- Sequential tours - 18 months
- CVN - 36 months
- CVW Commander - 36 months combined Commander/Deputy tour

b. CAPT in major command of ships will serve for 24-27 months with the following exceptions:

(1) Tours will be for a minimum of 18 months if in a ship which is the first half of a sequential command (for example, LPD for 18 months followed by command of an Amphibious Squadron).

(2) The ship is a conventional aircraft carrier which is the second half of a sequential command tour. Conventional aircraft carrier command tours will be for a minimum of 18 months.

c. CNO is the final approving authority for any short tours of COs (CAPTs) at sea where the tour length is less than the prescribed major or sequential command tour length policy. CNO policy regarding this issue is that all short tours should be held to an absolute minimum including flag selectees.

2. SHORE COMMAND TOUR LENGTHS. Shore command tour lengths (CONUS) shall meet the TOS requirements prescribed in article 3.1. In the case of Fleet Support officers, command tour length will be 24 months with the exception of

shore installation found in Figure 3-2 which will be 36 months. Overseas shore command tour lengths shall be in accordance with the DOD area tour lengths contained in chapter 4. Tour curtailment/transfer of a shore CO prior to the completion of a requisite tour requires PERS-4 waiver approval and will be examined on a case basis. Consistent with the provisions of article 4.9 paragraph 4, curtailment may be requested only after the officer is serving in the command billet.

3. NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) UNIT COMMAND TOUR LENGTHS. In an effort to stabilize the NROTC command position to achieve acceptable unit readiness and improve university interface, NROTC Command tour lengths will be 36 months.

4. KEY MANAGERIAL BILLETS. Senior officers, other than URL and Fleet Support officers, in key managerial billets will be assigned for periods of four to six years. This policy refers not to just a single billet, but also to directly related billets in the organizational chain of command. This is particularly applicable to CAPTs within such specialized groups as EDOs, Supply Corps and CEC.

5. PROGRAM MANAGERS. Program management tours will normally be at least four years but are keyed to project milestones.

3.13 USMA/USAFA INSTRUCTOR TOUR LENGTHS

Instructors will be assigned to the Military Academy in West Point and the Air Force Academy in Colorado Springs for not less than three year tours. This policy conforms with the intent of the Tri-Service Agreement of 1976, by which Army and Air Force instructors are assigned to the Naval Academy in Annapolis for minimum three year tours. Tours of less than 3 years are acceptable for officers who must get to CO/XO/DH tours for career progression.

3.14 MAJOR DEFENSE ACQUISITION POSITION TOUR LENGTHS.

1. Officers assigned to a billet identified as a Critical Acquisition Position are required to serve in that position for three years.

2. Officers assigned as program managers or deputy program managers of Major Acquisition Programs, as defined in section 139a(a), 10 U.S.C. are required to be assigned and execute a written agreement to serve for four years or completion of the next major milestone, as defined in DOD Directive 5000.1. Exceptions to this tour requirement may only be granted by the service secretary concerned.

3.15 JOINT DUTY ASSIGNMENTS TOUR LENGTHS.

Title IV of the Goldwater-Nichols DOD Reorganization Act of 1986, as amended, establishes a minimum CONUS tour length of three years for officers assigned to Joint Duty Assignment List (JDAL) now contained in 10 U.S.C., chapter 38. Joint Billets are identified on the billet file with a billet AQD of JD1 (non-critical joint billet) or JD2 (critical joint billet).

1. TOUR LENGTH GUIDANCE:

a. Generally, officers assigned to JDAs will have PRDs set for a minimum of 36 months when orders are written. If an officer's first tour in a JDA terminates prior to 36 months with at least 10 months served, the officer can serve a subsequent tour(s) to attain 36 months cumulative credit, with the last tour being a minimum of 24 months (unless the last tour was performed

outside the U.S. or in Alaska or Hawaii, or was terminated because of a qualifying reassignment (see para. b.).

b. Exceptions to the minimum 36 months tour requirement (qualifying reassignment with SECDEF tour length waiver not required) are:

(1) Retirement, release from active duty or suspension from active duty.

(2) Reassignment for unusual personal reasons, (including extreme hardship and medical conditions) beyond the control of the officer or the Navy.

(3) Reassignment to another JDA immediately due to promotion or after the officer's position was eliminated in a reorganization.

(4) Assignment performed outside CONUS. Officers assigned to overseas JDAL billets should comply with overseas tour lengths. Full joint duty credit will be granted for overseas assignments only when the officer serves the accompanied tour length of no less than two years. If an officer departs prior to the accompanied-by-dependents tour length, only cumulative credit will be awarded, regardless of dependent status.

(5) Critical Operational Specialty (COS) officers may be reassigned from joint duty upon completion of 24 months of duty and be granted full duty credit if it is the officer's initial joint duty assignment and the officer has been designated a JSO nominee and the officer is being taken out of the JDA early for reassignment to an operational assignment for career progression, or for professional education. Early release is contingent upon assignment to a career progression/operational assignment such as CO, XO, or DH afloat or operational staff that could make the officer competitive for promotion. A limited number of COS take-out waivers are allocated annually to each distribution division. Determination as to which officers are released early is the division director's responsibility. Prior coordination with the joint organization by the appropriate placement officer is required before the officer may be transferred. PERS-45J will ensure each officer is eligible, that the annual allocation is not exceeded.

(6) Any officer may be reassigned from a JDA up to 60 days early in order to meet class convening or change of command dates, but not for personal convenience.

(7) Suspension from duty.

2. JOINT TOUR LENGTH WAIVERS. A principal objective of the Goldwater-Nichols DOD Reorganization Act of 1986 was to enhance the stability and continuity of officers in joint duty assignments. For that reason, officers assigned to joint billets are expected to complete a full tour of duty. Except as noted above, officers departing joint tours prior to the end of their tours must have approval from OSD before departure. Assignment officers will prepare the waiver request for ASN (M&RA) signature. PERS-45J will provide assistance in preparation, formatting and tracking of the request through Navy, OSD and JCS channels.

a. SECDEF will consider waiver requests on a case-by-case basis.

b. Listed below is the specific information that each joint tour length waiver request should contain:

(1) Current JDA position. Specify if JDA billet is critical.

(2) Assignment history, including previous joint assignment. (Assignment history shows why this officer may be the only officer qualified at the time to fill the position for which they must leave their JDA position.)

(3) Concurrence of losing organization.

(4) Projected assignment. Indicate if a joint-to-joint assignment.

(5) Projected promotion date (if applicable).

(6) Specify qualifications which make the requested officer uniquely qualified.

(7) Impact on both the officer and the gaining organization if waiver is not approved.

(8) Availability of other qualified officers (to fill this position).

(9) Recommended departure date (from joint assignment).

(10) Recommendation for full or partial JDA credit.

(11) Potential effect on service's joint tour length average.

PERS-4 will: Ensure each waiver request is reviewed to ensure compliance with these guidelines prior to submitting the requests. Within PERS-4, PERS-45J will review to ensure compliance.

PERS-4 will: Consider the effect of any tour length waiver on the Navy's overall tour length average. Waiver requests which would potentially reduce the Navy's tour length average below 36 months will be rejected. PERS-45J will annotate the tour length average effect on each waiver request for PERS-4's approval.

3.16 TOUR LENGTHS FOR PERS-4 DETAILING PERSONNEL AND SEA/SHORE ROTATION POLICY FOR ALL NPC PERSONNEL.

In order to ensure a proper degree of sensitivity is maintained in the relationship between NPC and all military members with whom it interfaces, while simultaneously providing the manning continuity necessary to promote a high degree of organizational efficiency, the following tour length policy has been established for all officers assigned to PERS-4.

a. PERS-4 PERSONNEL:

(1) Tour length for officer detailers and placement officers is 24 months. These are considered minimum tour lengths.

(2) Officers serving in PERS-4, in other than detailing/placement billets, will complete a normal shore tour in accordance with current directives.

(3) All PERS-4 personnel must adhere to these tour lengths. Any exceptions for any tours less than minimums must be requested in writing and approved by PERS-4 before PCS orders are negotiated. Exception requests must

include report date to NPC, proposed detachment date and justification for early roll.

b. ALL NPC PERSONNEL:

(1) All officer personnel completing the prescribed tour length within NPC UIC will be ordered to sea duty when their normal designator/rating career rotation pattern/sea shore policy dictates.

(2) Exceptions to this policy will be requested in writing and approved by PERS-4.